

Report for Week Ending 19 February 1958
from

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1. Contributions

a. Intangible

- (1) Arranged for the revision of visual aids and assisted at [REDACTED] SSA - DD/S presentation on records management.
- (2) Arranged for the typing and reproduction of the annual report for distribution to Area Records Officers.

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2. Projects

a. Inactive

- (1) Graphics Register Film Index - Unable to arrange meeting with a representative of Security to discuss modifying Roll-Dex equipment.

3. News

- a. Attended the 13th meeting of the U. S. Government Correspondence Manual Committee. Developed for the Committee a memorandum to the Bureau of the Budget outlining four recommendations for improving the Office Memorandum, Standard Form 64.

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